

Form 18

Application for a Queensland electrical contractor licence

V16.03-2013

Electrical Safety Act 2002

INSTRUCTIONS: Read the guidelines when completing this application form. Details of supporting documentation required are outlined in the guidelines. The guideline sections align with this form's section numbers.

Section 1 - Applicant/Company details

All business and company names must be registered with the Australian Securities and Investments Commission. Please submit a certificate of registration for the company name and for each business name registered.

This section will determine the type of contractor licence you are applying for.

A. Will your business contract for the performance of electrical installation work? (if yes, the qualified technical person must hold a current electrical mechanic licence or external equivalent)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
B. Have you previously held an electrical contractor licence anywhere in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes Licence number:	State of Issue:		
C. In the past have you applied for and withdrawn or been refused a Queensland electrical contractor licence?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
D. Will the legal entity be conducting business as:		<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation	
Legal name:			
ACN:		ABN:	
The ACN or ABN must be attached to the legal name entered above (Please Note - a corporation must supply an ACN).			
Registered Business/Trading Name/s:			

Section 2 - Contact details

Business and postal details must be within Australia.

Business address:	Unit/Building No.	Street No.	Street Name
	Suburb/Town/Locality		State Postcode
If business and postal address are the same then write 'as above' in the postal address field.			
Postal address:	Unit/Building No.	Street No.	Street Name/PO Box
	Suburb/Town/Locality		State Postcode
Phone:		Fax:	
Mobile:			
Email:			

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Section 3 - Qualified Technical Person

To be completed by the nominated qualified technical person (QTP).

If you require more than one QTP - copy this section and attach to application form.

Please tick the appropriate box for the nominated **qualified technical person** who must be an employee, a member or an executive officer of the corporation, partnership or individual (choose one):

An employee A member An executive officer

Title:		Date of Birth:	
Family Name:			
Given Name/s:			
Middle Name/s:			

QTP History - Have you:	Yes	No
• been refused or disqualified from holding an electrical licence or registration in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
• had an electrical licence or registration cancelled or suspended in Queensland or any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>
• been issued with an Improvement or Infringement Notice under the <i>Electrical Safety Act 2002</i> (the Act) OR an Electrical Safety Protection Notice under the Act for which there is outstanding payment or rectification?	<input type="checkbox"/>	<input type="checkbox"/>
• been subject to disciplinary action under the Act or in any other jurisdiction?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'yes' to any of the questions above, you **MUST** provide details and copies of all relevant documentation.

To demonstrate that you are competent to be a QTP for a Queensland Electrical Contractor Licence you **MUST** complete 3A and the declaration at 3I - PLUS one of the following 3B, 3C, 3D, 3E, 3F, 3G or 3H (if applicable):

3A I hold a **current** Australian or New Zealand electrical work licence:

Licence number:		Where issued:	
Date initial licence issued:		Expiry date:	

Licence held for more than one year but not more than five years from the initial licence issue date.

Licence category:	
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(if you have a current non-Queensland electrical licence you must attach a verified or certified copy of your current interstate licence, registration or other authority and a signed mutual recognition statutory declaration.)

3B I have held my initial licence for more than 1 year and less than 5 years (do not include licences where Mutual Recognition was deemed). If less than 12 months go to 3C or more than 5 years go to 3G.

3C I have training and 3 years electrical contracting experience in a country other than Australia and New Zealand and I have held my Queensland electrical work licence for less than 1 year and require special consideration.

3D I am **currently** the QTP for a Queensland electrical contractor/s licence.

Name on contractor licence:	
Licence number:	Expiry Date:

3E I have been the QTP for a **Queensland** electrical contractor licence **within the past 5 years**.

Name on contractor licence:	
Licence number:	Expiry date:

3F I am currently the QTP or equivalent for a **non-Queensland** electrical contractor licence.

Provide details of the electrical contractor licence you have identified above (if you have a current non-Queensland electrical licence you must attach a verified or certified copy of your current licence, permit, certificate or other authority and a signed mutual recognition statutory declaration).

Name on contractor licence:	
Licence number:	Expiry date:
Where issued:	

3G I have held my Queensland electrical work licence for more than 5 years from the initial date of issue and within the last 5 years have completed the course indicated below

(Please tick one box only - verified copies of course results **must** accompany this application). Course names can be found in the guidelines section 3G.

- | | | |
|---|---|---|
| <input type="checkbox"/> UEENEEG197* (installation) | <input type="checkbox"/> UEENEEG005* / UEENEEG105* (installation) | <input type="checkbox"/> 39093QLD & CNQ35E Part 2 |
| <input type="checkbox"/> 39093QLD & EA103 | <input type="checkbox"/> 39093QLD & CNQ35C | <input type="checkbox"/> QEE010 & CNQ35E Part 2 |
| <input type="checkbox"/> QEE010 & EA103 | <input type="checkbox"/> QEE010 & CNQ35C | |
| <input type="checkbox"/> Other (specify) _____ | | |

Date completed:		* An alpha identifier may be attached to the course number (see guidelines for more information)
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3H	<input type="checkbox"/> I do not have an electrical work licence. I am not required to hold an electrical work licence under the <i>Electrical Safety Act 2002</i> (attach verified evidence of your competence to perform electrical work within the scope of the electrical contractor licence).		
Applicants under 3H are applying for a Restricted Electrical Contractor Licence that does NOT permit installation work. Nominate the circumstances in which you will perform electrical work:			
<input type="checkbox"/> As an electrical engineer			
<input type="checkbox"/> Testing electrical equipment used in workplaces or electrical equipment made available for hire			
<input type="checkbox"/> UEENEEP026* / UEENEEP008* for Test and Tag. (verified copies of course results must accompany this application). I have satisfactorily finished the required courses of instruction/examination.			
Name of course:		Date of completion:	

3I	DECLARATION - THE QTP MUST COMPLETE THE FOLLOWING		
A Qualified Technical Person must either be a member, an employee or an executive officer of the business entity applicant.			
I am a fit and proper person. I am competent to perform the technical aspects of performing electrical work as, or for, a licensed electrical contractor. I agree to be the nominated qualified technical person for the applicant. The information provided by me for this application is true and correct to the best of my knowledge. I am aware that I should inform the Department of Justice and Attorney-General if I cease to be the qualified technical person or no longer wish to be the qualified technical person for this contractor licence.			
Signature:		Date:	

Section 4 - Proof of Identification for the Qualified Technical Person

If you have previously held a Queensland contractor, electrical work licence or permit Go to section 5.			
If you have not previously held a Queensland contractor, electrical work licence or permit then you will need to provide 100 points of identification. Please identify which documents you have used to prove your identity by ticking the relevant items below:			
<input type="checkbox"/> Birth or citizen certificate (only one) (70)	<input type="checkbox"/> Passport (70)	<input type="checkbox"/> ID card issued to a public employee (40)	
<input type="checkbox"/> ID card issued by Centrelink (40)	<input type="checkbox"/> Driver's licence (40)	<input type="checkbox"/> Confirmation from employer (35)	
<input type="checkbox"/> Store or Medicare card (25)	<input type="checkbox"/> Club membership card (25)	<input type="checkbox"/> Debit/credit card (one per financial institution) (25)	
Declaration by the authorised person: I am the authorised person (refer to guidelines) to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.			
Name: (Please print)		Occupation: (As selected from the approved list in the guidelines)	
Signature:		Contact number:	

Section 5 - Qualified Business Person

To be completed by the nominated qualified business person (QBP). If you require more than one QBP - copy this section and attach to application form.				
Please tick the appropriate box for the nominated qualified business person who must be an employee, a member or an executive officer of the corporation, partnership or individual (choose one):				
<input type="checkbox"/> An employee	<input type="checkbox"/> A member	<input type="checkbox"/> An executive officer		
Title:		Date of Birth:		
Family Name:				
Given Name/s:				
Middle Name/s:				
QBP History				
IMPORTANT If you answer YES to any questions below, you MUST give details and provide copies of all relevant documentation. Have you:			Yes	No
• ever become bankrupt, or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ?			<input type="checkbox"/>	<input type="checkbox"/>
• ever entered into a composition, deed of arrangement or deed of assignment - Part X if the <i>Bankruptcy Act 1966</i> ?			<input type="checkbox"/>	<input type="checkbox"/>
• if yes, been discharged lawfully from bankruptcy?		Date of discharge: _____	<input type="checkbox"/>	<input type="checkbox"/>
• been convicted of any criminal offence (excluding traffic offences) relating to honesty within the last ten years e.g fraud or stealing?			<input type="checkbox"/>	<input type="checkbox"/>
• been convicted of an offence under Section 596 of the <i>Corporations Act 2001</i> (Commonwealth)?			<input type="checkbox"/>	<input type="checkbox"/>
• ever been disciplined by any Committee, Tribunal or Court in relation to holding an electrical contractors licence in Queensland or any other jurisdiction?			<input type="checkbox"/>	<input type="checkbox"/>
• ever had a pending or current disciplinary proceeding by any Committee, Tribunal or Court in relation to holding an electrical contractor licence in Queensland or any other jurisdiction?			<input type="checkbox"/>	<input type="checkbox"/>

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To demonstrate that you are competent to be a QBP for a contractor licence you must satisfy ONE of the following appropriate sections 5A, 5B, 5C or 5D and the declaration at 5E:

5A I have satisfactorily finished the required course/s of instruction/examination within the last 5 years (please tick one box only):
(verified copies of course results must accompany this application).

- UEENEEG075* / UEENEEG014* / UEENEEG175* CNQ35E Parts 2 & 3 EA102, EA103 & EA105
 BSBSMB401* CNQ35C

Date completed: _____

Alternative course for consideration of the regulator - which I believe is the equivalent of one of the courses above.

Name of course: _____

Date completed: _____

5B I have been operating a business for a period of, or periods totalling, 5 years (provide evidence of your competence to perform the business aspects of operating an electrical contracting business).

Acceptable evidence includes a statutory declaration from an accountant, employer or other business officer stating that you have been responsible for operating a business for a period not less than 5 years.

I have attached the appropriate evidence of my business experience.

5C I have been a QBP for a Queensland electrical contractor licence within the last 5 years.

Name on contractor licence: _____

Licence number: _____ Expiry: _____

5D I am a qualified person for current **non-Queensland** electrical contractor licence competent to perform the business aspects of performing electrical work as, or for, a licensed electrical contractor.

You will need to provide evidence and a signed mutual recognition statutory declaration (available from the Electrical Safety Office website: www.electricalsafety.qld.gov.au).

Please provide details of the electrical contractor licence you identified:

Name on contractor licence: _____

Where issued: _____ Licence number: _____

Expiry: _____

5E DECLARATION - THE QBP MUST COMPLETE THE FOLLOWING

A Qualified Business Person must either be a member, an employee or an executive officer of the business entity applicant.

I am a fit and proper person. I am competent to perform the business aspects of performing electrical work as, or for, a licensed electrical contractor. I agree to be the nominated qualified business person for the applicant. The information provided by me for this application is true and correct to the best of my knowledge. I am aware that I should inform the Department of Justice and Attorney-General if I cease to be the qualified business person or no longer wish to be the qualified business person for this contractor licence.

Signature: _____ Date: _____

Section 6 - Proof of Identification for the Qualified Business Person

If you have previously held a Queensland contractor licence, electrical work licence or permit or have completed the proof of identification under section 4 Go to section 7.

If you have never held a Queensland contractor, electrical work licence or permit then you will need to provide 100 points of identification. Please identify which documents you have used to prove your identity by ticking the relevant items below:

- Birth or citizen certificate (only one) (70) Passport (70) ID card issued to a public employee (40)
 ID card issued by Centrelink (40) Driver's licence (40) Confirmation from employer (35)
 Store or Medicare card (25) Club membership card (25) Debit/credit card
(one per financial institution) (25)

Declaration by the authorised person:

I am the authorised person (refer to guidelines) to complete this declaration and I have sighted original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.

Name: (Please print) _____ Occupation: (As selected from the approved list in the guidelines) _____

Signature: _____ Contact number: _____

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Section 7 - Liability & Consumer Protection Insurance

DECLARATION - Currency of Liability & Consumer Protection Insurance

Under Section 51 of the Electrical Safety Regulation 2013, Queensland electrical contractors are required to hold current broadform public and products liability insurance of at least \$5,000,000 and Consumer Protection Liability of at least \$50,000 under a contract of insurance issued in the name of the applicant.

By ticking the check box, I, the authorised person, confirm the following;

- the electrical contractor licence applicant (as named in Section 1 of this application) holds current broadform public and products liability insurance of at least \$5,000,000 under a contract of insurance, including consumer protection insurance of at least \$50,000 at the time of making this application.
- the above insurance cover is in the **legal name** of the applicant (that is the same name as applicant stated in Section 1).
- I hold documentary evidence of the currency of the above insurance cover, which is available for auditing purposes (see guidelines).

Name of Insurer:

Policy number:

Expiry date:

IMPORTANT: Failing to complete all of Section 7 (including the tick box) will result in an invalid application.

Section 8 - Declaration

An un-witnessed declaration WILL NOT be accepted.

Complete the details of the applicant or the **person authorised** to complete this form on behalf of the applicant. This person will also be the contact person for this licence. All written correspondence will be sent and addressed to this person via the electrical contractor's postal address.

Title:	
Family name:	
Given name/s:	
Middle name/s:	

Complete the following contact details if details are different to those in Section 2 of this application.

Contact number:	
Email:	

I am the applicant or am authorised by the applicant to sign this application. The applicant meets the eligibility requirements for an electrical contractor licence under the Electrical Safety Regulation 2013. If issued an electrical contractor licence the applicant will continue to meet the eligibility requirements for this licence, including the requirement to have a person or persons qualified as a business person and a technical person. I declare that the information contained in this application and all attachments are true and correct to the best of my knowledge.

Signature:		Date:	
Witness Name:			
Witness Signature:		Date:	

Note: The Department of Justice and Attorney-General may request you to provide evidence in support of this declaration. There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department or providing a document to the department that you know is false or misleading in any material particular. Also supplying incorrect or misleading information and failing to comply with the eligibility requirements throughout the term of the licence are grounds for disciplinary action

Section 9 - Lodging this form

You may lodge your application by mail to:
Department of Justice and Attorney-General
Electrical Safety Office Licence Processing Services
PO Box 820
Lutwyche Qld 4030

or
Email: LPS@justice.qld.gov.au

or
Fax: (07) 3874 7670

Note: A completed application form and the full fee must be received for your application to be processed. If all supporting documentation is not received within 28 days you are taken to have withdrawn your application. The department will retain part of the paid fee to offset processing costs if an application is refused or withdrawn before it is decided. Any refundable amount of the paid fee is shown in Schedule 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website: www.electricalsafety.qld.gov.au. For more details phone: 1300 362 320 (Aust only) or (07) 3225 2556 (outside Aust).

Privacy statement:

The Department of Justice and Attorney-General is collecting your personal information in order to process your application for a Queensland electrical contractor licence in accordance with the *Electrical Safety Act 2002*. The department may be required to disclose your personal information to the prescribed electricity entities in Queensland and other Australian and New Zealand electrical regulators. Your information will be disclosed to a third party contractor to print and send you your licence card, and licence renewal requests. This information may also be used to provide you with electrical safety updates, for statistical research, evaluation and reporting of our services. This includes publishing your licence details on the department's online register which is accessible by the public.

Section 10 - Fee

In order for your application to be accepted, the form must be completed correctly, all supporting documentation must be provided and payment of the prescribed fee **MUST** be included. Failure to do so will delay the processing of your application.

Fee is not subject to GST. Please refer to the "Fee Schedule" on the Electrical Safety Office website www.electricalsafety.qld.gov.au

I have enclosed a cheque or money order

Please debit my credit card for the amount of \$ _____

Address receipt to be sent to (if different from address stated in Section 1):

Unit/Building No. Street No. Street name/PO Box

Suburb/Town/Locality

State

Postcode

Cardholder authorisation details

Name on card:

Cardholder's signature:

Licence Processing Services to detach this section after payment processed.

Credit card details

Card: VISA Mastercard

Name on card:

Expiry date:

Card Number:

CVC:

Guidelines for the application for a Queensland electrical contractor licence

These guidelines are designed to assist with the application for a Queensland electrical contractor licence. Under the *Electrical Safety Act 2002* there are severe penalties for conducting a business that includes the performance of electrical work without a contractor licence.

The Electrical Safety Office suggests reading the guidelines to ensure the form is completed correctly. It is the applicant's responsibility to ensure they meet the eligibility requirements before submitting the application. **An incorrect or incomplete application may be considered to be withdrawn and the department will retain a portion of the application fee to offset processing costs.**

An electrical contractor licence is issued for a period of one year. It is the electrical contractor's responsibility to continue meeting the eligibility requirements of the licence during its term.

Section 1 - Will your business contract for the performance of electrical installation work?

Tick the 'yes' box if you intend to contract for the performance of electrical installation work. In this case, the qualified technical person (QTP) for your contractor licence must be the holder of a current Queensland electrical mechanic licence or current external equivalent electrical licence (see Schedule 1 of the Electrical Safety Regulation 2013).

If you do not intend to contract for the performance of electrical installation work, tick the 'no' box and continue with the application. The QTP for your contractor licence must be the holder of a current Queensland electrical work licence which authorises the electrical work to be performed. You may only contract for work **within** the scope of licensed electrical work of the QTP.

Applicant/company details

Legal name, legal status, ACN and ABN

An electrical contractor licence can only be held by an individual, a partnership or a corporation (Section 47 of the Electrical Safety Regulation 2013). An electrical contractor licence can be issued to a trustee of a trust but not a trust. A trustee will be required to satisfy the relevant eligibility requirements.

The Australian Business Number (ABN) or Australian Company Number (ACN) supplied in the application must be registered to the legal name provided.

Business name/s

All business names provided must be registered with the Australian Securities and Investments Commission (ASIC). Companies must also be registered with ASIC.

Providing documentation

Documentation in support of your application, e.g. course of instruction, **must** be sent with your application. You must provide copies that have been verified or certified. A copy can be certified by a Justice of the Peace (Qualified) or a Commissioner of Declarations, or verified by an authorised officer using the department's Document Declaration form, available on the Electrical Safety Office website www.electricalsafety.qld.gov.au.

Section 2 - Contact details

Complete this section with the applicant's contact details. Provide one postal address only. All written correspondence will be sent to the person authorised to complete this application at the postal address provided. Remember, under Section 60(5) of the Electrical Safety Regulation 2013, it is your responsibility to notify the Electrical Safety Office of any new contact details within 14 days of change. Current contact details allow the department to easily contact you with licence renewals and important information regarding your licence.

Section 3 - Qualified Technical Persons (QTP)

In these sections you will provide details of your nominated qualified technical person/s.

Each electrical contractor licence **must** have at least one QTP (Section 48 of the Electrical Safety Regulation 2013). The technical and business persons can be the same person. In this case, they must complete both sections 3 and 5, but only need to complete the proof of identity (if required) once.

Under section 7 of the Electrical Safety Regulation 2013 the QTP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. Only people in these positions can be nominated as a qualified person.

All electrical work must be performed or supervised by a qualified technical person.

(The definition of 'supervise' as per the *Electrical Safety Act 2002* is:- *supervise, electrical work, means supervise the way the electrical work is performed*).

The person nominated as the QTP for this application must complete sections 3 and 4. **If more than one QTP is nominated copy these sections and attach them to the form.**

Write the personal details of the QTP, including the date of birth, in the space provided. To be approved as a QTP for the electrical contractor licence you must be:

- **Licensed or competent to perform electrical work (within the scope of the work you are contracting for);** and
- **Be competent to perform the role of a qualified technical person** for a Queensland electrical contractor licence.

Qualified technical person history

Please tick the 'yes' or 'no' box as appropriate and complete the remainder of the form.

If you mark any of the following questions in this section as yes, you **MUST** give details and provide copies of all relevant documentation. Please note this information is to be used for assessment purposes only.

You must satisfy one of these options to show that you hold the **appropriate licence or are competent to perform electrical work** for which you are not legally required to hold a licence.

A person holding an Interstate or New Zealand electrical installation licence can be a QTP on a Queensland contractor licence.

Section 3A AND 3F

You hold a current Australian/New Zealand **electrical work licence**. All licence holders must provide the details of their licence and the length of time the licence has been held. Non-Queensland licence holders **must also attach a verified copy of their licence to this application together with a signed mutual recognition statutory declaration** to authorise a licence check with the issuing jurisdiction (Statutory Declaration forms can be located at www.electricalsafety.qld.gov.au).

QTP for an electrical installation contractor licence

If you have held your initial electrical mechanic qualification based electrical work licence for more than five years, refer to section 3G for recognised course requirements and complete this section.

QTP for a non-installation electrical contractor licence

If you have held your initial electrical worker licence for more than five years from the issue date refer to section 3G for recognised course requirements and complete this section.

Section 3B

Eligibility for the qualified technical person may be achieved if your initial issued licence from completion of your trade was issued more than 1 year and less than 5 years ago. This does not include Queensland licences issued under mutual recognition.

If your initial licence was issued more than 5 years ago a course of instruction must be completed. See 3G.

Section 3C

Documents to satisfy this requirement include, but are not limited to:

- applicable sections of the appropriate Legislation/Regulation from that country; and/or
- licence, qualification, competency or authority that authorises the performance of the scope of work in that country.

Section 3D

The QTP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. You need to provide QTP eligibility criteria for the electrical contractor licence for which you are applying. Where you intend to be the QTP for more than one electrical contractor licence, contact the Principal Licensing Officer on 1300 362 320.

Section 3G

If you have held your electrical worker licence for more than five years, you will need to demonstrate current competency to act in the QTP role by completing a course of instruction approved by the regulator. Where you have satisfactorily completed these approved courses, the qualification, statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTO) must be **dated within the last five years**. You must provide verified copies of your course results demonstrating how you meet this requirement. Where you have satisfactorily completed other licensing courses within the past five years contact the Principal Licensing Officer on 1300 362 320 to discuss your circumstances.

Approved courses include:

- UEENEEG197* - Apply Currency of Safe Working Practices and Compliance Verification on Electrical Installations (installation)
- UEENEEG005* / UEENEEG105* - Verify Compliance and Functionality of General Electrical Installations (installation)
- QEE010 - Electrical Requirements

- 39093QLD - Electrical Installations Inspection and Testing
- EA103 - General Legislative Requirements
- CNQ35C - Electrical Contractors Management Skills
- CNQ35E Part 2 - Small Business and the Law in Queensland

* An alpha identifier may be attached to the course number and typically identifies a particular version of a course (e.g. UEENEEG197A).

Section 3H

You must satisfy the regulator that you are **competent to perform electrical work** for which you are not legally required to hold a licence. Licence category includes both Test and Tag and Electrical Engineers.

A person holding a current Queensland restricted electrical work licence that authorises the testing of equipment for which a Test and Tag Contractor licence is necessary, is not required to complete UEENEEP026* / UEENEEP008* - Conduct in-service safety testing of electrical cord equipment; unless you have held your restricted electrical work licence for MORE than five years.

Persons who do not hold the appropriate restricted electrical work licence are required to complete Course UEENEEP026* / UEENEEP008* - Conduct in-service safety testing of electrical cord equipment. You must provide verified copies of your course results demonstrating how you meet this requirement.

* An alpha identifier may be attached to the course number and typically identifies a particular version of a course (e.g. UEENEEP008A).

Section 4 AND 6 - Proof of identification - qualified technical and business person.

If you have indicated that you hold a Queensland electrical work licence then you do not need to complete this section. Make sure you have provided your licence number at the start of section 3.

If you are applying to be the qualified technical person for a contractor licence and have never held a Queensland electrical work licence then you will need to provide proof of identification.

Your personal details must be supported by 100 points of identification using the documents and points nominated on the form. Copies of the documents are not required with the application. Persons authorised to complete the proof of identity are listed below. The authorised person must tick the relevant boxes to indicate the documents provided by you to prove your identity then print and sign their name and provide a contact phone number and their occupation details (as selected from the list below) on the application form.

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants)
- Bank managers
- Barristers, solicitors or judges
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal, regional or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who have been employed continuously for at least five (5) years by their current employer)

Section 5 - Qualified business person (QBP)

In these sections you will provide details of your nominated qualified business person/s. Each electrical contractor licence **must** have at least one QBP (Section 48 of the Electrical Safety Regulation 2013). The QTP and QBP can be the same person. In this case, the nominated person must complete both sections 3 and 5, but will only need to complete the proof of identity (if required) once.

Under section 7 of the Electrical Safety Regulation 2013 the QBP must be either an employee of the electrical contractor, a member of the partnership, or an executive officer of the corporation. Only people in these positions can be nominated as a qualified business person.

The person nominated as the QBP for this application must complete sections 5 and 6. If you have more than one QBP, copy these sections and attach them to the form. Write the personal details of the QBP, including the date of birth, in the space provided.

To be approved as a QBP for an electrical contractor licence you will need to demonstrate that you are competent to perform the business aspects of operating an electrical contracting business.

Qualified business person history

Please tick the 'yes' or 'no' box as appropriate and complete the remainder of the form.

If you mark any of the following questions in this section as yes, you **MUST** give details and provide copies of all relevant documentation. Please note this information is to be used for assessment purposes only.

You have the following options to demonstrate your competence

Section 5A

You will need to provide a verified copy of your qualification, a statement of attainment or certificate issued and signed by a Supervising Registered Training Organisation (SRTO) **dated within the past five years. When the completion date of the course is greater than five years prior to application for a contractor licence the applicant may need to establish competency in accordance with Section 7(1)(c) of the Electrical Safety Regulation 2013.**

Evidence of another appropriate business qualification, such as a business diploma or an accounting degree, with the equivalent learning outcomes in legislative frameworks and responsibilities. You must provide verified copies of your course results demonstrating how you meet this requirement.

Approved courses include:

- BSBSMB401* - Establish Legal & Risk Management Requirements for Small Business
- UEENEEG175* / UEENEEG075* / UEENEEG014* - Develop Plans and Compliance policies to conduct a Contracting Business
- CNQ35C - Electrical Contractors Management Skills
- CNQ35E Parts 2 & 3 - Small Business and the Law in Queensland
- EA102 - Establishing Contracting Business AND EA103 - General Legislative Requirements AND EA105 - Finance & Controlling

* An alpha identifier may be attached to the course number and typically identifies a particular version of a course (e.g. BSBSMB401A).

Section 5B

You have been operating a business for a period of, or periods totalling five years. You will need to provide evidence of your competence to perform the business aspects of operating an electrical contracting business.

Acceptable evidence includes a **statutory declaration** from accountant, employer, or other business officer stating that you have been responsible for operating a business.

For a self-employed person, acceptable evidence includes; business tax returns or a statutory declaration from an accountant stating that you have been responsible for the operating of a business.

Section 5C

You have been a qualified business person for a **Queensland** electrical contractor licence within the last five years. You must provide details of the electrical contractor licence in the space provided.

Section 5D

A person holding an Interstate or New Zealand electrical contractor licence can be a QBP for a Queensland electrical contractor licence. All licence holders must provide the details of their licence. Non-Queensland licence holders must also attach a verified copy of their licence to this application together with a signed mutual recognition statutory declaration to authorise licence check with the jurisdiction which issued the licence (Statutory Declaration forms can be located at www.electricalsafety.qld.gov.au).

Section 7 - Liability and Consumer Protection Insurance

Section 51 of the Electrical Safety Regulation 2013 prescribes the insurance requirements for an electrical contractor licence.

Queensland electrical contractors are required to hold current broadform public and products liability insurance of at least \$5,000,000 and Consumer Protection Liability of at least \$50,000 under a contract of insurance to satisfy the regulator.

Evidence to be provided includes full completion of Section 7 of the application form, including ticking the check box. Additionally, the Department of Justice and Attorney-General may require you to provide documentation to prove the currency of the broadform public and products liability insurance for auditing purposes. This may be in the form of a completed 'certificate of currency' (template available online at www.electricalsafety.qld.gov.au) or an alternative form of documented evidence from an Australian Prudential Regulation Authority (APRA) authorised insurer/s confirming the policy meets the regulator's requirements.

Any alternative forms of documented evidence of insurance must verify the insurer's identity by letterhead or company stamp and include the insurance details covered by the certificate of currency, specifically:

- a policy including cover for goods in care, custody or control; and
- liability arising from testing and certification of work in accordance with the Electrical Safety Regulation 2013; and
- injury or damage arising from faulty design work performed by you including where you did not charge a specific fee for such design work; and
- injury or damage arising from incorrect advice including where you did not charge a specific fee for such advice; and
- consumer protection liability for at least \$50,000; and
- nominate that the insurance is provided for the purposes of meeting the insurance requirements for an electrical contractor licence under Section 51 of the Electrical Safety Regulation 2013.

It is acceptable for more than one APRA authorised insurer to combine to provide the complete package of insurance, with, e.g., one insurer providing the consumer protection liability component and the other the remainder. Each component must be evidenced by either the certificate of currency or another form of documented evidence.

The evidence of insurance must nominate the applicant's full legal name in the 'name of the insured'. The legal name of the business must be entered in the name of insured, e.g. if the company's legal name is ABC Pty Ltd and your business name is Sparkies, the name of insured can be ABC Pty Ltd trading as Sparkies.

OR

A certificate of currency must state the legal name however the trading name is optional even though the application form has both e.g. ABC Pty Ltd trading as Sparkies on the application form, but only ABC Pty Ltd is shown on the certificate of currency.

OR

When a licence is issued to a trustee the name of insured can be shortened to the individual, partnership or corporation, e.g. if the trustee's full legal name is Citizen Pty Ltd as trustee for the Citizen Family Trust, the name on the insured can be Citizen Pty Ltd.

Section 8 - Declaration

You must sign **in the presence of a witness** the declaration on the form **to accept the terms and conditions of the application. The witness may be any person older than 18 years of age and they must sign and complete the appropriate section after you have completed and signed the form.** The department may request you to provide evidence in support of any information you have provided in the application. By signing the application form you are declaring that all of the information provided on the form is true and correct to the best of your knowledge, and that you will maintain the eligibility requirements for the duration of the licence.

The declaration can be made by either the applicant or a person authorised by the applicant to sign the declaration (e.g. if the applicant is a corporation the person authorised to sign the declaration is an authorised director of the corporation). It is important to provide details of the person who signs the application form since all written correspondence for the contractor will be addressed to this person.

There are substantial penalties under the *Electrical Safety Act 2002* for making a statement to the department that you know is false or misleading in any material particular.

Section 9 - Lodging this form

Send the completed application and all supporting documentation to the postal or email address provided on the form.

Providing documentation

Documentation in support of your application, e.g. course of instruction, must be sent with your application. You **must** provide copies that have been verified or certified. A copy can be certified by a Justice of the Peace (Qualified) or a Commissioner of Declarations, or verified by an authorised officer using the department's Document Declaration form, available on the Electrical Safety Office website www.electricalsafety.qld.gov.au.

Licence application audits

In the interests of electrical safety the Electrical Safety Office conducts random licence application audits to ensure that applicants are complying with the legislation. In the event of an audit you will be required to provide certified/verified evidence as detailed on your application.

Section 10 - Fee

No application will be accepted unless full payment is received.

A list of fees can be located at the Electrical Safety Office website www.electricalsafety.qld.gov.au.

The department will retain part of the fee paid to offset processing costs if an application is refused or withdrawn. Any refundable amount of the fee paid is shown in Schedule 8 of the Electrical Safety Regulation 2013 which can be located at the Electrical Safety Office website www.electricalsafety.qld.gov.au.

You can pay by completing the fee section of the form as per your payment details.

Please make cheques and money orders payable to 'The Department of Justice and Attorney-General'. Credit card details are to be recorded on the application form. Please do not mail cash.

Application for review or appeal of decision

Under Section 168 of the *Electrical Safety Act 2002* (the Act) a person (including a corporation or body corporate), whose interests are affected by a licensing decision can apply for a review of that decision. Under Section 172 of the Act a person (including a corporation or body corporate), whose interests are affected by a disciplinary decision, original decision or review decision may appeal against the decision to the Industrial Court.

Need more information?

Contact: Electrical Safety Office Licence Processing Services, Department of Justice and Attorney-General.

Telephone: 1300 362 320 (within Australia)

Telephone: (07) 3225 2556 (outside Australia)

Facsimile: (07) 3874 7670

Website: www.electricalsafety.qld.gov.au

Email: LPS@justice.qld.gov.au

Electrical Contractor Licensing Fee Guide

The below amounts are correct as of 1 July 2013 and are available online at www.electricalsafety.qld.gov.au

Title of Form	Fee
Form 18 - Application for electrical contractor licence	\$ 326.00
Form 19 - Application for renewal or reinstatement of a Queensland electrical contractor licence	\$ 326.00
Form 22 - Change of details/replacement/additional card	\$ 26.90